



Town of Saint Leo

APPLICATION FOR GENERAL SITE PLAN REVIEW
BY THE ST. LEO TOWN COMMISSION

NOTE: All applications are to be filled out completely and correctly, and submitted in person (no fax or deliveries) to the Town Clerk. The applicant, by filing this application agrees he/she will comply with all requirements of the Town of St. Leo Land Development Code (LDC). General Site Plan Review is typically a staff review. However, if a variance to the LDC is required, then a variance public hearing will be scheduled. It is necessary for the applicant or the applicant's representative to be present at the public hearing meeting. No revisions to the General Site Plan application will be processed no later than 14 days prior to the scheduled town Commission meeting. The Public Hearing will be conducted pursuant to Quasi-Judicial Proceedings.

NOTE: it is incumbent upon the applicant to submit correct information. Any misleading, deceptive, incomplete or incorrect information may invalidate your approval.

Application Date _____
Applicant (Title Holder(s)) _____
Address _____ Zip _____ Phone/Fax _____
Representative (Owner Authorization Affidavit is required) _____
Address _____ Zip _____ Phone/Fax _____
Architect/Engineer _____
Address _____ Zip _____ Phone/Fax _____
When Property Title Obtained _____
Legal Description _____
PIN Number(s) [County] _____
General Location (Address) _____

Pursuant to the LDC, included with this application must be:

- a written narrative describing the proposed use and development, including any variances and identification of impact to established visual corridors
- a property survey, including topographic vertical contours no greater than at five-foot contour intervals and identification of soils
- a letter of authorization/affidavit from the property owner should a representative be acting on the owner's behalf

Upon determination of completeness, two sets the application and proposed general site plans/building elevations are to be submitted. Please note: If trees are proposed to be removed, then a tree survey for all trees over 3" d.b.h on site may be required if deemed applicable by staff.

FEE: The applicant will be billed for the actual expenses related to the Town of St. Leo's Planning Consultant or other Town of St. Leo staff review of the application. This may include, but not be limited to, time spent reviewing the application for completeness, site inspection, preparing a report to the Town Commission, telephone conversations and/or written correspondence to the applicant, attending any meeting with the applicant and attending public hearings. The Town Commission may request an advanced partial payment based on an estimate of the Planning Consultant's fees and expenses.

Signature _____

Title Holder(s)/Owner(s)

Request: (Explain proposal in detail): use additional sheets if
necessary _____

Sec. 10.5. - General site plan review procedures and development guidelines.

- A. A general site plan shall be submitted for review and approval for any use and development that is not exempt or is not required to be reviewed as a special exception use or planned unit development.
- B. A general site plan application shall be submitted to the town clerk and contain the following information:
1. A written narrative describing the proposed use and development, any variances to this chapter and identification of any impact to established visual corridors.
 2. A survey of the property, including topographic vertical contours no greater than at five-foot contour intervals and identification of soils.
 3. A letter of authorization/affidavit from the property owner for any representative to act on behalf of the property owner.
- C. Two copies of a site plan drawn to a scale of not greater than one-inch equals 100 feet, and to include the following:
1. Legal description and/or survey of the property boundary.
 2. Location of existing buildings and proposed buildings, parking layout, driveway locations, stormwater ponds and landscaping, and trees to be removed (see [Section 12.4](#)).
 3. Dimensional information relative to building square footage, floor area ratio, building/structure height and setbacks; impervious surface area, location, size and setback of signs; parking space and drive aisle dimensions; stormwater facility locations and volumes; landscape buffer width and planting plan.
 4. Identification of any variance(s) to this chapter and said variance(s) shall proceed pursuant to Article IX.
 5. Other information as may be deemed necessary to evaluate the plan for compliance with this chapter, such as traffic analysis, building elevations and perspective drawings related to view corridors.
- D. All proposed development shall be evaluated for visual impacts on St. Leo's unique topography, natural forested landscape, historic sites, historic landmarks (such as the St. Leo Abbey and Bell Tower), and important adopted visual corridors and view sheds as identified in the Visual Corridor Study by Engelhardt, Hammer and Associates, Inc., adopted by the town commission on August 11, 2001. (Resolution No. 01-03). Factors to be considered in evaluating the impacts of development shall be consistent with the PUD development guidelines.
- E. All applications for review of a proposed dock shall conform to the submittal requirements of this article, as may be related to docks, and include, but not be limited to the following:
1. A survey of the property including the topographic vertical contour showing the mean high water mark.

2. A scaled (not greater than one-inch equals 50 feet) dimensioned site plan and elevation drawing showing dock square footage and height of the dock and any related structures, dock setbacks from adjacent properties, lake shoreline and location of the mean high water mark. In addition, the drawing shall show any other accessory structures within the permanently open land (POL) zoned portion of the property, including their location, size, height and dimensions.
3. Copy of any required approvals or exemptions from other governmental and non-governmental regulatory agencies.